

At 6:05 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Brett Hunter and Greta St Germain; and Town Administrator Heidi Carlson.

Selectmen discussed the Personnel Policy at length. The Board reviewed and made decisions on wording for sections through Sick Time. This included the following bulleted decisions:

- The Town's probationary period will be three months for all employees excluding Police.
- Police employees will be subject to the terms outlined by NH PSTC and further information from Chief Janvrin.
- Full-time employees will be eligible for benefits (medical, dental, insurances) aside from leave immediately upon hiring.
- Full-time employees will be eligible for Leave benefits at the end of their successful probationary period.
- Employees promoted to a new position from within will be required to complete a two-month probationary period.
- With regard to the work week, the payroll period will be described.
- Compensatory time off will not be available. All time worked will be paid in the pay period worked.
- Ten (10) holidays will be observed and a schedule of the observances will be published in December annually for the ensuing year.
- Vacation is available to full-time (40 hour) employees.
- The first year of employment is prorated on start date.
- Subsequent years are based on 10 days (two weeks) of paid vacation annually using the calendar year.
- From one to ten years of service, two weeks/ten days per year of vacation is earned.
- For service of 11 years and over, three weeks/fifteen days per year of vacation is earned.
- There will be no carry-over of vacation; it must be used in the year it is earned. Those with vacation currently on the books will be handled by use or buyout as soon as possible within the budget.
- Salaried/non-exempt employees shall use vacation time in ½ or full day increments only.
- Full-time employees will earn six sick days per year. There will be no carryover or accumulation. There is no buyout of sick time.

Selectmen discussed advice from NH LGC including that an employer does not have to provide any benefits and it is all based on policy.

At 7:30 pm Jeremy Lennon came in to the Board's meeting.

The Board stressed that there are to be no other policies within any Town Department that deal with monetary items or benefits. There will be one umbrella policy from the Board of Selectmen for the Town of Fremont.

Carlson was asked to calculate the value of vacation time currently on the Town's books using the rate of pay at the time the leave was accrued. It will not be paid out at current rates, but at the rate of pay at the time it was accrued.

The Board stopped this evening at page 14 in the working draft and adopted the sections through page 13, Sick Leave, after a motion from Scribner and second from St Germain. The vote was unanimously approved 3-0.

At 7:55 pm motion was made by Scribner to enter non-public session pursuant to NH RSA 91-A: 3 II (e) to discuss a hardship matter.

At 8:07 pm Scribner moved to return to public session. St Germain seconded and the roll call vote was unanimously approved 3-0.

Lennon left the meeting at 8:07 pm.

## OLD BUSINESS

1. Selectmen reviewed the minutes for 12 May 2011 and 19 May 2011. Amendments were made to the minutes of 12 May 2011. Motion was made to approve them as amended by Scribner. St Germain seconded and the vote was 2-0-1 with Hunter abstaining as he was not at the meeting. St Germain moved to approve the minutes of 19 May 2011 as written. Hunter seconded and the vote was approved 2-0-1 with Scribner abstaining, as she was not at the meeting.

2. The Board reviewed final Memorial Day final preparations. Programs were provided for all Board members and Jeanne Nygren will email out the speech information for each to customize. Scribner asked for Nygren to forward contact information for the Guest Speaker. Carlson advised that the line-up is at 8:30 at the Town Hall parking lot and one of the Board members may be needed to line up vehicles and marchers.

The Board discussed a request from Carol Schreiber for tractors and a dune buggy to be in the parade and to pass out candy. In light of the parade honoring our War Dead, the candy was felt to be inappropriate and unsafe, and the Board agreed to two tractors only, if decorated in a patriotic theme and driven by someone with a NH Drivers License. An email will be forwarded to Mrs. Schreiber.

3. Hunter had not had time to work on the Information Sensitivity Policy updates and it will be placed on the agenda for next week.

4. Jay Somers was in the office late this afternoon and reported that franchise fees will be removed for next billing cycle. He left a Memorandum of Understanding for the Board's review and approval to outline the March 2011 Town Meeting vote discontinuing the franchise fee.

No equipment proposals have been received yet. Carlson will follow up with vendors.

5. Selectmen were updated on the Cooperage Forest matter and the new date for the Bankruptcy Court hearing.

6. Selectmen discussed the new Town website and the next steps to get it moving. The Board decided to go with MainStay within the 2011 budgeted amount, and Board members will look at websites to get some ideas generated of what they would like to see.

7. Selectmen took copies of the Highway Truck proposal options and will review them. This will be placed back on agenda for June 2.

8. Selectmen signed the \$600,000 Tax Anticipation Note as voted last week. This was faxed to the Bank this evening for processing.

9. Selectmen reviewed the Town Hall Renovations and continued discussions about re-bidding this work for budgeting purposes to get it on the warrant for next year.

10. There was ongoing discussion about the placement of rocks for re-building of the Town Pound. The Board may view the area with Matthew Thomas at the Memorial Day event on Sunday. The Board would like to have input from other residents of Town to the process. Scribner said that the 250<sup>th</sup> Committee had discussed it and made it their recommendation.

11. Installation of the new door at the Historic Museum (8 Beede Hill Road) is complete. Rich Goterch did some additional free work for the Town; he shimmed the door because the old doorframe was not a standard size. He also mentioned that carpenter ants are a problem in the building at the entryway. Selectmen suggested a few people to contact about a price to eliminate the carpenter ants.

12. Selectmen reviewed the Safety Complex building repair proposals, which total three. They included:

Roger Okolo/The Four \$1,003.00 for wooden columns  
Oaks Corp \$1,068.00 for fiberglass columns

RP Carpentry \$1,279.00 for both columns and roof shingle repair  
Includes a review of the entire building to check for any problems such as loose siding, etc.

Valliere Construction \$450.00 for roof shingle repairs  
\$2,650 for column replacement

After discussion, St Germain move to accept the proposal from RP Carpentry for both jobs to be completed at a total cost of \$1,279.00. Hunter seconded and the vote was approved 3-0.

13. Selectmen decided after some discussion to continue to schedule a Board meeting every Thursday throughout the summer and if sufficient work can be accomplished on policies and such, they may cancel a meeting.

14. Selectmen reviewed an updated June newsletter for publication.

15. Selectmen signed an Intent to Cut for Catherine Ladd on parcel 04-087 with an attached letter notifying her that use of the access way through the Town Forest violates the Town Forest Ordinance and cannot be done.

16. Selectman Hunter will follow up with the Planning Board on the rangeway issue. Matthew Jensen has submitted a formal petition to layout the rangeway.

## NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$19,640.04 and accounts payable manifest \$1,316,067.09 for the current week dated 27 May 2011. Motion was made to approve the manifests by Scribner and seconded by St Germain. The vote was unanimously approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence.

3. Selectmen signed outgoing correspondence to Robin & Edward Patria and Linda Fish regarding taxes. The Board signed a letter to Bob Stackpole regarding the conflict between the Cemetery Trustee position and a maintenance position in accord with NH RSA 289:7.

4. Selectmen signed a corrected page of the tax warrant in the total amount of \$4,761,427 to include the utilities. Only Board members present at the meeting last week signed it, as it will replace the original, which covered all other taxable properties.

5. Selectmen discussed a question from the Energy Committee regarding if the Board has an interest in the FEC developing an RFP for electricity supply for the Town's meters. The Board thought that this would be useful information to have.

Work is also underway for preparation of the RFP for the Solar Panels on the Safety Complex for the hot water generation system. This is a grant-funded project.

6. Selectmen were provided with draft copies of the 2010 Audit report for review. The Chair signed the representation letter. To follow-up on earlier questions, the invoice for services was reviewed, and the Board was advised that the Town is currently in year two of a three-year contract with The Mercier Group.

Selectmen discussed asking Paul Mercier if he will allow us to opt out of the contract. No decision was made.

#### **NON-PUBLIC SESSION**

At 9:50 pm motion was made by Hunter and seconded by St Germain to enter non-public session to discuss legal and personnel matters in accord with NH RSA 91-A: 3 II (e) and (c). The roll call vote was unanimously approved 3-0. For the purpose of the minutes, the two areas will be divided into Session II (personnel matters) and Session III (legal matter).

Selectmen discussed personnel evaluations and decided to do annual evaluations of the Fire Chief, Police Chief, Town Administrator, Selectmen's Clerk, and Planning & Zoning Administrative Assistant in July.

At 10:10 pm motion was made by Hunter to return to public session. St Germain seconded and the roll call vote was unanimously approved 3-0.

Motion was made by Scribner and seconded by St Germain to seal the minutes of Session III until such time as the court case is settled. The vote was unanimously approved 3-0.

#### **NEXT WEEK**

The next regular Board meeting will be held on Thursday June 2, 2011.

A motion was made to adjourn the meeting at 10:15 pm by Hunter. It was seconded by St Germain and voted unanimously in favor 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator